

# *Your Guide to the Summer Food Service Program*



**2011 Edition**



**Maryland Hunger Solutions**

*Ending hunger and promoting well-being*

## **Acknowledgments**

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## — What is the Summer Food Service Program? —

Maryland’s Summer Food Service Program (SFSP) provides nutritious meals and snacks to low-income children (ages 18 and under) during June, July, and August when school is not in session. Meals and snacks are served at “sites,” places where children congregate during the summer, such as schools, community programs, faith-based programs, parks, housing complexes, and recreation centers across the state. This program is funded by the U.S. Department of Agriculture (USDA) and is administered by the Maryland State Department of Education (MSDE).

## — Why Participate in the Summer Food Service Program? —

- **Hunger doesn’t take a vacation when school lets out**

The SFSP, or “Free Summer Meals Program” as it is often referred to in Maryland, fills the nutrition gap for low-income children who depend on free and reduced-price school lunch and breakfast during the school year. Free summer meals help families stretch their food budgets throughout the summer months.

- **Increase participation in and success of summer programs**

An increasing number of schools, local government agencies, community-based organizations, and religious organizations find that participation in the SFSP helps them strengthen their summer programs, better serve their students, and more effectively meet the needs of their communities. Offering a complete nutritious meal (rather than just a snack) attracts significantly more children—especially teenagers—into summer programs, keeping them engaged in constructive activities.

- **Bring more federal funding to your program and to Maryland**

Participation in the SFSP strengthens recreation and enrichment programs by providing schools, organizations, and agencies that administer summer programs a source of sustainable federal funding to serve nutritious food. Funding for the SFSP can really add up; participating sites can reallocate the monies that were being spent on food to hire staff, purchase materials, or enhance existing programming.

Meal reimbursement rates for 2011 are listed below. Note that sites located in rural areas or that prepare their own meals (“self-prep”) receive a slightly higher reimbursement rate than other sites.

### 2011 Reimbursement Rates

	Breakfast	Lunch/Supper	Snack
Rural or Self-Prep	\$1.8800	\$3.2925	\$0.7750
All Other Sites	\$1.8450	\$3.2375	\$0.7575

## —What is the Difference Between a Sponsor and a Site?—

### Sponsors

Sponsors are responsible for most of the planning, management and record-keeping duties related to the SFSP—including training, site visits, and providing information about the regulations for food service at each site.

### Sites

Sites are responsible for supervising activities and meal service, keeping records of meals served, and ensuring food safety. Additionally, any person serving meals at the site must attend a training session arranged by the sponsor.

## —What is a Summer Food Site?—

Sites are places where children come together or congregate during the summer. Sites do not need to provide enrichment or educational activities, although many do. Children can simply gather at a school, park or other community site to eat their meal or snack without any programming taking place at the site.

Sites can qualify for the SFSP in several ways:

- By being located in a low-income area where at least half of the children are eligible for free or reduced-price school meals according to school or census data.
- By serving primarily low-income children—at least half of the children enrolled in the program are qualified to receive free or reduced-price school meals.
- By serving primarily migrant children.
- Camps (residential and non-residential) also can participate, but they are only reimbursed for meals and snacks served to children who are qualified to receive free or reduced-price school meals.

To find out if your site is located in a low-income area, contact the Maryland State Department of Education – School and Community Nutrition Programs Branch (MSDE-SCNPB) at 410-767-0214. Sites serving primarily migrant children generally get documentation from the migrant education office within the Maryland State Department of Education.

## —Who Can Eat at a Summer Food Site?—

Who can eat at a summer food site depends on whether the site is “open” or “enrolled.”

- An “open” site provides meals to any child who is 18 and younger. Open sites qualify by being located in a low-income area where at least half of the children in the area are eligible for free or reduced-price school meals.
- An “enrolled” site serves only children enrolled in an organization’s summer program. An enrolled site can qualify for SFSP by being located in a low-income area (where at least 50 percent

of the children in the area are eligible for free or reduced-price school meals). If it is not located in a low-income area, it can show that at least half of the children enrolled in the program are eligible for free or reduced-price school meals.

## Success Story

**Site:** Nanjemoy Community & Senior Center

**Sponsor:** Charles County Public Schools

The Nanjemoy Community Center in rural Charles County provides summer meals to young and old alike. The Center initially provided meals only to seniors, serving as a congregate meal site and a Meals on Wheels central drop off site. Meals for both programs were provided by Charles County Public Schools Nutrition Department. Nanjemoy staff noticed that some seniors were missing meals during the summer, because they were at home caring for grandchildren.

In 2009, the Nanjemoy Community Center and Patrick Tague, the Director of Nutrition for Charles County Public Schools, decided to address the issue by using the SFSP to serve meals to students during the summer and bring the grandparents back to the Center. It was in the process of starting up a summer camp and was located in an area that made it eligible to participate in the SFSP. The school system was already catering and delivering meals to the site, and it was a natural place for grandchildren to gather. The Center used its staff to provide basic activities such as coloring pages and games for students. The four-week summer camp provided more structured daily activities for children who may not have otherwise been able to enjoy the safe, fun experiences of “summer camp.”

In addition to providing meals to the children enrolled in its summer camp, the Center was also an open meal site, serving breakfast and lunch to any children in the community under age 18. Combined, these programs helped the Center serve 259 breakfasts, 664 lunches and 246 snacks to kids during summer 2009. With all this programming in place, Nanjemoy Community Center, with the Charles County Public Schools catering and delivering meals, created an intergenerational summer meal model that works; in 2010, the Center continued its success as an SFSP site.

In a rural and somewhat isolated community, the Nanjemoy Community Center has become an important resource for meals and programming for seniors and young people during the summer. It serves as a model for other sites hoping to integrate meals into their existing programming.



## —How Many Meals and Snacks Can a Site Provide Each Day?—

The number of meals that each site can serve depends upon how the site qualifies to participate in the SFSP. Most sites can serve a maximum of two meals per day or a meal and a snack. At open and enrolled sites, the following meal combinations are allowed:

- Breakfast only
- Lunch only
- Lunch and snack
- Breakfast and lunch
- Breakfast and supper
- Snack only
- Supper only
- Breakfast and snack
- Supper and snack
- Two snacks

Please note that USDA guidelines state that sites cannot serve both lunch and supper; however, sites that serve primarily migrant children may serve up to three meals a day. Summer camps (both residential and non-residential) also can serve up to three meals a day, but camps are only reimbursed for the meals served to children who qualify for free or reduced-price meals. Please see Appendix D for links to more information and resources about SFSP.

## —Who Can Sponsor the Summer Food Service Program?—

Schools, public agencies, and private nonprofit organizations (e.g., Boys & Girls Clubs or a community action agency) are eligible to operate the SFSP and are called sponsors. The sponsor takes on the financial responsibility of operating the SFSP and receives federal reimbursement for meals. A sponsor can provide meals to children at one or multiple sites in the community.

## —Sponsoring the Summer Food Service Program—

In order to sponsor the SFSP, the school, local government agency, or private nonprofit organization must be fully capable of managing a food service program, following regulations, and maintaining financial and administrative responsibility for the running of one or more programs. Responsibilities include:

- Attending the MSDE-SCNPB training sessions
- Hiring, training, and supervising staff
- Arranging for meals to be prepared or delivered
- Monitoring sites
- Preparing claims for reimbursement
- Locating eligible sites (if serving multiple sites)

## Success Story

**Sponsor:** Harford County Public Schools

**Site:** Linking All So Others Succeed (LASOS).

In Harford County, a unique partnership between the county school district, a local nonprofit organization, and a Catholic high school has allowed low-income non-English speaking children to eat free, healthy meals while learning more about their community. During summer 2010, Harford County Public Schools sponsored the SFSP at 12 sites throughout the county, serving over 43,000 meals to children. One of these sites was run by Linking All So Others Succeed (LASOS)—a Bel Air organization that assists non-English speaking community members during the integration period, through translation and adult literacy services, bilingual youth mentoring, and English classes.

In July of 2010, the site served breakfast and lunch to 50 children in grades K–8, Monday–Friday from 8:00 am–3:30 pm. John Carroll High School allowed LASOS to use its classrooms and kitchen, where meals were delivered by a local vendor. LASOS program staff recorded the number of meals delivered and served each day. Summer Program Director Christine McPherson reported that SFSP guidelines made the program “very easy to set up and run, and there was enough flexibility to make changes to meal delivery based on the dietary needs of the children in the program.”

The program was overseen by certified teachers and included structured lessons and activities. Extra care was taken to ensure the lessons were enjoyable, interactive, and resulted in positive educational experiences for the children. This was especially important because many of the students struggled during the school year due to language barriers and, as a result, had negative associations with learning. Students also had plenty of “free time” to engage in games, crafts, and other activities that encouraged them to interact with each other and peer mentors—English-speaking kids selected to participate in the program to act as role models. These interactions also taught important communication and community-building skills. Kids went on field trips to the local library, police and fire stations, and city hall—where they got a glimpse of government in action and met the mayor. These community-based outings helped kids better know the place in which they live and the services available to them and their families.

With the ultimate goal of helping kids and families integrate into the community, LASOS lives up to its name by using the SFSP to help more people find success by linking schools, nonprofits, families, kids, and community resources. By serving healthy food and teaching important lessons and skills to young people, LASOS has created a unique and successful model for feeding healthy bodies and minds.



# —How to Apply to Sponsor the Summer Food Service Program—

## 1. Contact the Maryland State Department of Education

Interested schools, local government agencies, and private nonprofit organizations should first contact the MSDE-SCNPB at 410-767-0214 to determine their initial eligibility for the program. If the interested organization is eligible, MSDE-SCNPB staff will invite them to attend a mandatory orientation. MSDE staff asks the following questions to determine a program's eligibility:

- Is the program located in an area that has been determined area eligible?  
*(If needed, MSDE-SCNPB staff can make the determination during the phone call.)*
- What ages are served?
- Where does the program meet (e.g., school, community center, church)?

## 2. Attend a Mandatory Orientation & Training Session

MSDE staff provides the orientation and training needed to operate the SFSP. They discuss the SFSP application and delivery requirements in detail, including meal pattern and reporting requirements. The sessions typically last two hours. Applications, reporting forms, and additional materials necessary to run the program are distributed at the training. Trainings for sponsor organizations are conducted throughout the year and are held at the MSDE headquarters at 200 West Baltimore Street, Baltimore, Maryland.

## 3. Submit Application to MSDE

Following the training, an application must be completed and submitted to MSDE-SCNPB. If you plan to sponsor multiple sites, it is helpful to have them all identified at the time of the application, though additional sites can be added at any time, even after summer begins. Completing the application is relatively straightforward, and interested summer programs and sponsors have six months to submit a completed application after attending an orientation and training session. MSDE-SCNPB will review and make a determination of approval within 30 days of the application's submission. Potential SFSP sites and sponsors are urged to begin the application process as soon as possible to ensure the reimbursement of more meals.

## 4. Pre-Approval Site Visit

After an application has been reviewed and provisionally accepted, MSDE will visit the site(s) to ensure that record keeping and meal distribution requirements are met. MSDE will either approve the site(s) or ask the sponsor to make changes to meet requirements before the site(s) is approved to receive meal reimbursements.

## 5. Approval

Once a meal site is approved, MSDE will assign the location an institution number. Applicants will be notified of the approved sites and can begin claiming meals for reimbursement immediately.

## 6. Review Process

During the first year of operation and once every three years thereafter, MSDE will conduct one unannounced compliance review of the site and its records to ensure requirements are being met. If the inspectors observe any compliance issues, the site will be notified and required to make the appropriate changes in order to continue receiving meal reimbursements.

## Success Story

**Sponsor:** Maryland Food Bank

**Site:** Wolfe Street Academy

Wolfe Street Academy, a public charter school in East Baltimore, incorporated SFSP into its summer school programming in 2010 with great success. Wolfe Street's summer school, which provides academic enrichment for approximately 80 students in pre-kindergarten through fifth grade, operated five days a week during the month of July. Students were served both breakfast and lunch during their summer school day, which began at 7:30 am and ended at 1:00 pm.

Maryland Food Bank served as Wolfe Street's sponsor, delivering meals daily, which were counted by staff and then served to students. Wolfe Street Academy, with the vast majority of its students eligible for free and reduced price meals during the school year, found that serving summer meals as part of its summer school program was a great way to improve students' attendance at summer school, and guarantee nutritious food for kids in need. Serving meals at the site was a huge success, with students who really enjoyed their meals and parents who appreciated knowing that their kids were getting two healthy meals a day while at summer school. Wolfe Street program staff called its experience adding SFSP to its summer school "fantastic," and plan to serve meals again this summer.

## —Becoming a Summer Food Service Program Site—

If an organization does not have the financial or administrative ability to be a sponsor, as outlined above, but wants to provide meals to children at a site or sites in eligible areas, it can become an SFSP site by locating a sponsor to be approved by MSDE. Sponsored sites are responsible for the following:

- Attending the sponsor's annual training session
- Providing site supervision
- Distributing meals in accordance with SFSP guidelines
- Keeping daily records of meals served
- Storing food appropriately
- Keeping the site clean and sanitary

For more information about becoming a site or locating a sponsor, contact the MSDE-SCNPB at 410-767-0214.

## —Self-Preparation or Vended Meals—

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The sponsor determines the process for getting and preparing the meals and snacks. The meals can be prepared on site (known as a self-prep site), or can be purchased already prepared from a vendor (known as a vended site). There are advantages and disadvantages to each type of serving model.

### **Self-prep**

Staff at self-prep sites can buy ingredients and prepare a meal on-site each day, buy already prepared food and reheat it each day, or utilize a combination of the two. Sites that prepare meals must have the capacity to do so safely—usually this means having a commercial-grade kitchen that meets health inspection standards. Sites that reheat prepared foods must also have some capacity for preparation (such as an oven or a microwave). Self-prep sites have more control over the type and variety of food they serve, but they still must follow the federal nutrition guidelines for reimbursement.

### **Vended**

Vended sites have fully prepared meals delivered to their sites, thus little if any daily food preparation is necessary. Sponsors must find a vendor by putting out a bid specifying the sites' food and delivery requirements and signing a contract with the lowest bidder (Maryland State Department of Education can give you more specific guidelines and information about acquiring a vendor). However, if the vendor is a public school food service department, the contract does not require additional bids.

See Appendix A for Maryland-based vendors used by the SFSP sponsors in previous years.

## —Nutritional Guidelines—

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All meals served through the SFSP must meet USDA nutritional guidelines and include a serving of milk, two servings of fruits and/or vegetables, a serving of grains, and a serving of protein. A meal can be hot or cold and as simple as a ham sandwich, cucumber slices, an apple, and a carton of low-fat milk.

MSDE-SCNPB can provide sponsors with additional information about the nutrition guidelines and help them plan menus that meet the USDA requirements. See Appendix C for sample meal menus and meal and snack pattern requirements.

# APPENDIX A

## Vendors

The following vendors have provided services to SFSP sponsors in Maryland in previous years. In addition to the companies listed below, sponsors can seek out other vendors and may also develop contracts with local school districts that can provide meals to afterschool programs. Contact your county's Food and Nutrition Services Director for more information; contact information is located in Appendix B.

*Maryland Hunger Solutions and MSDE do not endorse or recommend any of these companies.*

<p><b>Ambrosia Caterers</b> 1810 Cherry Hill Road Baltimore, MD 21230 410-522-7100 <i>Areas Served: Baltimore City</i></p>	<p><b>Black Tie Caterers</b> 2200 N. Monroe Street Baltimore, MD 21217 410-669-3500 blacktiecaterers@aol.com www.blacktiecaterers.com <i>Areas Served: Baltimore City</i></p>	<p><b>Business Food Solutions</b> 1 Azar Court Baltimore, MD 21227 410-536-4956 contactus@businessfoodsolutions.com www.businessfoodsolutions.com <i>Areas Served: Baltimore City, Howard, Harford, Frederick, Anne Arundel, Baltimore, Carroll Counties</i></p>
<p><b>Charm City Caterers</b> 600 W. North Avenue Baltimore, MD 21217 410-669-9240 www.charmcitycaterers.com <i>Areas Served: Baltimore-DC Metro Area</i></p>	<p><b>Delight Menus</b> Bethlehem Steel, Suite 2 Sparrows Point, MD 21219 410-477-0770 <i>Area Served: Baltimore County &amp; Baltimore City</i></p>	<p><b>Global Nutrition</b> 5405 Broadwater Lane Clarksville, MD 21029 410-531-9739 Benyameens@aol.com <i>Areas Served: Statewide</i></p>
<p><b>Good Food Company</b> 2625 Wilson Boulevard Arlington, VA 22201 703-527-2095 www.goodfoodco.com <i>Areas Served: Baltimore-DC Metro Area</i></p>	<p><b>Health e-Lunch Kids</b> 703-635-7279 www.healthlunchkids.com <i>Areas Served: DC Metro Area (Prince George's, Montgomery, Anne Arundel, Charles, St. Mary's Counties)</i></p>	<p><b>Linda's Place Catering</b> 2641 Maryland Avenue Baltimore, MD 21218 443-500-9745 <i>Areas Served: Baltimore-Washington Metro Area</i></p>
<p><b>Meals on Wheels</b></p> <ul style="list-style-type: none"> <li>• Central MD (410-558-0827)</li> <li>• Germantown (301-251-8885)</li> <li>• Hyattsville (301-927-5615)</li> <li>• Takoma Park (301-434-1922)</li> <li>• Silver Spring (301-942-1111)</li> <li>• Wheaton (301-942-1111)</li> </ul>	<p><b>Overlea Caterers</b> 6809 Belair Road Baltimore, MD 21206 410-668-6060 www.overleacaterers.org <i>Areas Served: Statewide</i></p>	<p><b>Tomorrow's Caterers</b> 7598 Commerce Lane Clinton, MD 20735-1321 301-297-7227 www.tomorrowscaterers.com <i>Areas Served: DC Metro Area (Prince George's, Montgomery, Anne Arundel, Charles, St. Mary's Counties)</i></p>

# APPENDIX B

## Maryland State Department of Education School and Community Nutrition Program Food and Nutrition Services Directors

School System	Address	E-mail	Phone	Fax	Supervisor/Title
01 BOE of Allegany Co.	P.O. Box 1724, Cumberland, MD 21502 or F&NS, Rear-211 Market St., 2nd Floor, Cumberland, MD 21502	Todd.lutton@acps.k12.md.us (cc: linda.kalbaugh@acps.k12.md.us)	(301) 722-0636	(301) 722-4985	Todd Lutton, Asst. Supv. of FNS
02 Anne Arundel Co. PS	2666 Riva Rd., Annapolis, MD 21401	<a href="mailto:jrisse@aacps.org">jrisse@aacps.org</a>	(410) 222-5900	(410) 222-5920	Jodi Risse, Supv. of FNS
30 Baltimore City PS	200 E. North Ave., Baltimore, MD 21202	<a href="mailto:AGeraci@bcps.k12.md.us">AGeraci@bcps.k12.md.us</a>	(410) 396-8756	(410) 396-8724	Anthony Geraci, Dir. of Sch. Food Serv.
03 Baltimore Co. PS	1946-R Greenspring Dr., Timonium, MD 21093	<a href="mailto:food@bcps.org">food@bcps.org</a>	(410) 887-7862	(410) 887-7887	Karen Levenstein, Dir. of FNS
04 Calvert Co. PS	1305 Dares Beach Rd., Prince Frederick, MD 20678	<a href="mailto:knoded@calvertnet.k12.md.us">knoded@calvertnet.k12.md.us</a>	(410) 535-7228	(410) 535-7298	Donald Knode, FS Coord.
05 Caroline Co. PS	414 Gay St., Denton, MD 21629	<a href="mailto:ginger_hendricks@mail.cl.k12.md.us">ginger_hendricks@mail.cl.k12.md.us</a>	(410) 479-3261	(410) 479-3255	Ginger Hendricks, Food Serv. Coord.
06 Carroll Co. PS	125 N. Court St., Westminster, MD 21157	<a href="mailto:emmusch@carrollk12.org">emmusch@carrollk12.org</a>	1(410)751-3040 1(410)751-3041	(410) 751-3166	Eulalia Muschik, Supv. of FS
07 Cecil Co. PS	801 Elkton Blvd, Elkton, MD 21921	<a href="mailto:kthomas@ccps.org">kthomas@ccps.org</a>	(410) 996-5410	(410) 996-5006	Kathy Thomas, Supv., F&N Dept.
08 Charles Co. PS	P.O. Box 2770 La Plata, MD 20646 5985 Radio Station Road, La Plata, MD 20646	<a href="mailto:ssopher@ccboe.com">ssopher@ccboe.com</a>	(301) 392-5572	(301) 392-5579	Crystal C. Sopher, Food Service Field Operations Mgr.
09 Dorchester Co. BOE	700 Glasgow St., Cambridge, MD 21613	<a href="mailto:phillipsr@dcpsmd.org">phillipsr@dcpsmd.org</a>	(410) 221-1111 x 1016	(410) 228-1847	Robin Phillips, Food Services Mgr.
10 Frederick Co. BOE	33 Thomas Johnson Drive, Frederick, MD 21702	<a href="mailto:judith.gordon@fcps.org">judith.gordon@fcps.org</a> ; <a href="mailto:katherine.trivelli@fcps.org">katherine.trivelli@fcps.org</a>	(301) 644-5061	(301) 644-5071	FS Officer – Judith Feola Gordon, Food Service Mgr.
11 Garrett Co. BOE	40 S. 2 <sup>nd</sup> St., Oakland, MD 21550	<a href="mailto:sgermain@ga.k12.md.us">sgermain@ga.k12.md.us</a>	(301) 334-8917	(301) 334-7621	Scott Germain, FNS Program Mgr.

*Last updated March 16, 2011*

*BOE = board of education, PS = public school*

# APPENDIX B (continued)

## Maryland State Department of Education School and Community Nutrition Program Food and Nutrition Services Directors

School System	Address	E-mail	Phone	Fax	Supervisor/Title
12 Harford Co. PS	101 Industry Ln, Forest Hill, MD 21050	<a href="mailto:gary_childress@hcps.org">gary_childress@hcps.org</a>	(410) 638-4078	(410) 638-4201	Gary Childress, Supv. of FNS
13 Howard Co. PS*	10910 Route 108, Ellicott City, MD 21042	<a href="mailto:Mary_Klatko@hcps.org">Mary_Klatko@hcps.org</a>	(410) 313-6738	(410) 313-6737	Mary Klatko, F&N Service Administrator
14 Kent Co. PS	5608 Boundary Ave., Rock Hall, MD 21661	<a href="mailto:mekalmanowicz@kent.k12.md.us">mekalmanowicz@kent.k12.md.us</a>	(410) 778-7127	(410) 778-1705	Margaret Ellen Kalmanowicz, Supv. Trans. & FS
15 Montgomery Co. PS	16644 Crabbs Branch Way, Rockville, MD 20855	<a href="mailto:Marla_R_Caplon@mcpsmd.org">Marla_R_Caplon@mcpsmd.org</a> (CC: <a href="mailto:Kate_Heinrich@mcpsmd.org">Kate_Heinrich@mcpsmd.org</a> )	(301) 840-8170	(301) 840-4658	Marla R. Caplon, Dir., FNS
16 Prince George's Co. PS	13300 Old Marlboro Pike, Upper Marlboro, MD 20772	<a href="mailto:jshorter@pgcps.org">jshorter@pgcps.org</a>	(301) 952-6580	(301) 952-6714	Joan Shorter, Supv. of Operations, FNS
17 Queen Anne's Co. BOE	202 Chesterfield Ave., Centerville, MD 21617	<a href="mailto:scheltst@qacps.k12.md.us">scheltst@qacps.k12.md.us</a>	(410) 758-2403 x 106	(410) 758-8200	Toni L. Schelts, Coord. of Sup't Serv.
18 St. Mary's Co. PS	27190 Point Lookout Rd., Loveville, MD 20656	<a href="mailto:lmjones@smcps.org">lmjones@smcps.org</a>	(301) 475-4256 x 5	(301) 475-4207	Louis M. "Mike" Jones, Supv. of FS
19 Somerset Co. PS	7982-A Tawes Campus Drive, Westover, MD 21871	<a href="mailto:hriggins@somerset.k12.md.us">hriggins@somerset.k12.md.us</a>	(410) 621-6265	(410) 651-2931	Helen Riggins, Head Mgr., Food Service
20 Talbot Co. PS	P.O. Box 1029, 12 Magnolia St., Easton, MD 21601	<a href="mailto:wmengel@tcps.k12.md.us">wmengel@tcps.k12.md.us</a>	(410) 822-9528	(410) 820-4260	William(Bill) Mengel, FS Mgr.
21 Washington Co. BOE	P.O. Box 730, Hagerstown, MD 21741 820 Commonwealth Ave., Hagerstown, MD 21740	<a href="mailto:prouljev@wcboe.k12.md.us">prouljev@wcboe.k12.md.us</a>	(301) 766-2893	(301) 766-8738	Jeffrey Proulx, Supv. of FNS
22 Wicomico Co. BOE	101 Long Ave., P.O. Box 1538, Salisbury, MD 21802	<a href="mailto:egoslee@wcboe.org">egoslee@wcboe.org</a>	(410) 677-4545	(410) 677-4418	Eric Goslee, Supv. of FNS
23 Worcester Co. BOE	6270 Worcester Highway, Newark, MD 21841	<a href="mailto:DSblackburn@mail.worcester.k12.md.us">DSblackburn@mail.worcester.k12.md.us</a>	(410) 632-5015	(410) 632-5028	Scott Blackburn, FNS Coord.
32 SEED School	200 Font Hill Avenue, Baltimore, MD 21223	<a href="mailto:stan@seedschoolmd.org">stan@seedschoolmd.org</a> <a href="mailto:joann@seedschoolmd.org">joann@seedschoolmd.org</a>	(410) 843-9477	(410) 843-9496	Stan Estremesky, Managing Dir.

*Last updated March 16, 2011*

*BOE = board of education, PS = public school*

# APPENDIX C

## Meal Pattern Requirements & Sample Menus<sup>1</sup>

Below are sample menus to provide sponsors with ideas and suggestions to improve nutritional quality and/or meal variety. Serving sizes vary by age group and are outlined in the meal pattern guidelines presented below. Please note that all menu cycles must be approved by the administering state agency. Also, please refer to Child and Adult Care Food Program (CACFP) and food buying guides for quantities. Additional sample menus can be found on FRAC's website at <http://bit.ly/d5qzYB>.

Meal	1-2 Years	3-5 Years	6-18 Years
Fluid milk <sup>2</sup>	½ cup	¾ cup	1 cup
Meat/poultry/fish <b>or</b>	1 ounce	1 ½ ounces	2 ounces
Cheese <b>or</b>	1 ounce	1 ½ ounces	2 ounces
Large egg <b>or</b>	½	¾	One
Peanut butter <b>or</b>	2 tbsp	3 tbsp	4 tbsp
Dried beans & peas <b>or</b>	¼ cup	3/8 cup	½ cup
Yogurt	½ cup	¾ cup	1 cup
Bread/alternate <b>or</b> pasta <b>or</b> rice	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
2 different fruits <b>or</b> 2 different vegetables <b>or</b> 1 fruit and 1 vegetable (2 servings total)	¼ cup	½ cup	¾ cup

Day 1	Day 2	Day 3	Day 4	Day 5
<ul style="list-style-type: none"> <li>• Turkey &amp; cheese sandwich on whole grain bread</li> <li>• Carrot sticks</li> <li>• Peaches</li> <li>• 1% or skim milk</li> </ul>	<ul style="list-style-type: none"> <li>• Chicken &amp; vegetable noodle soup</li> <li>• Yogurt</li> <li>• Strawberries</li> <li>• 1% or skim milk</li> </ul>	<ul style="list-style-type: none"> <li>• Beef &amp; cheese pizza</li> <li>• Applesauce</li> <li>• Orange</li> <li>• 1% or skim milk</li> </ul>	<ul style="list-style-type: none"> <li>• Chicken soft tacos with shredded cheese</li> <li>• Salad</li> <li>• Tomatoes</li> <li>• 1% or skim milk</li> </ul>	<ul style="list-style-type: none"> <li>• Grilled cheese on wheat bread</li> <li>• Tomato soup</li> <li>• Fruit cocktail</li> <li>• 1% or skim milk</li> </ul>

<sup>1</sup> Adapted from Maryland State Department of Education, School and Community Nutrition Program Branch (May 2009).

<sup>2</sup> MSDE recommends children over age two receive low-fat (1%) or fat-free (skim) milk.

## APPENDIX D

### Additional Resources & Marketing Materials

- **USDA Summer Food Service Program**  
[www.summerfood.usda.gov](http://www.summerfood.usda.gov)
- **Searchable listing of summer meals sites in Maryland**  
[www.mdsummermeals.org](http://www.mdsummermeals.org)
- **State Summer Outreach Materials Clearinghouse**  
[www.frac.org/federal-foodnutrition-programs/summer-programs/state-summer-outreach-materials-clearinghouse](http://www.frac.org/federal-foodnutrition-programs/summer-programs/state-summer-outreach-materials-clearinghouse)
- **Summer Program Standards of Excellence**  
[www.frac.org/federal-foodnutrition-programs/summer-programs/standards-of-excellence-summer-programs](http://www.frac.org/federal-foodnutrition-programs/summer-programs/standards-of-excellence-summer-programs)
- **A How-To Guide for Summer Food Sponsors on Purchasing High-Quality Summer Meals**  
<http://bit.ly/dCSa5r>
- **Summer Nutrition in Maryland's Counties 2010**  
[www.mdhungersolutions.org/pdf/mdhs\\_summer\\_2010.pdf](http://www.mdhungersolutions.org/pdf/mdhs_summer_2010.pdf)

### Partners & Contacts

- **Maryland State Department of Education School and Community Nutrition Program Branch**  
[www.EatSmartMaryland.org](http://www.EatSmartMaryland.org)
- **Governor's Office for Children—Partnership to End Childhood Hunger**  
[www.nokidhungrymd.org](http://www.nokidhungrymd.org)
- **Maryland Out of School Time Network—Resources for Developing Quality Afterschool Programs**  
[www.mdoutofschooltime.org](http://www.mdoutofschooltime.org)
- **National Summer Learning Association**  
[www.summerlearning.org](http://www.summerlearning.org)

*Maryland Hunger Solutions: An Initiative of the Food Research and Action Center*

400 E. Pratt Street, Suite 606 | Baltimore, MD 21202 | 410.528.0021 | [www.mdhungersolutions.org](http://www.mdhungersolutions.org)